



Fort Eustis

Civilian Personnel Advisory Center Bulletin

www.eustis.army.mil/cpac

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GO ARMY!

Best Places to Work in Federal Government

The Department of the Army has been ranked as one of the top ten Federal workplaces for 2007 by the Partnership for Public Service and American University's Institute for the Study of Public Policy Implementation (ISPP). The Partnership for Public Service and the Institute for the Study of Public Policy Implementation are nonprofit organizations committed to promoting public service and fostering excellence in the federal government. The "Best Places to Work" rankings is the most comprehensive and authoritative rating of employee engagement in the federal government.

To promote our recognition, the "Best Places Award Badge" has been posted on the following sites:

- CPOL
- CPOL Employment page
- Vacancy Announcement search page

In addition, this recognition appears on all vacancy announcements built after 14 June 2007.

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Pick-Up SF50s Are Important to Employee Who are Transferring

Employees, managers and human resources offices (e.g. CPACs) can work together to keep pay problems and other administrative errors to a minimum. If you are transferring to another agency outside the Department of Army you should ensure that your losing CPAC receives a copy of your transfer SF50 from your gaining Human Resources Office. Additionally, you should provide your former supervisor and servicing CPAC the name and telephone number of a gaining Human Resources point of contact to whom your former servicing CPAC can provide any other required documentation. Taking these steps will pave the way for a smooth transition to a new job in a different agency.

Performance Appraisal Application (PAA) Version 2.0 Now Available

PERFORMANCE APPRAISAL APPLICATION (PAA) VERSION 2.0

Performance Appraisal Application (PAA) Version 2.0, the web-based tool that supports the performance planning and appraisal process of NSPS, is now accessible via *My Biz* or *My Workplace* in the Defense Civilian Personnel Data System (DCPDS). Developed based on user feedback, PAA Version 2.0 provides managers (higher-level reviewers), supervisors (rating officials), and employees with new features that make the PAA more user friendly.

An online help feature (**Need help?**) has been added to provide navigational assistance. A series of quick guides, available electronically through the PAA, provide step-by-step instruction for performing specific tasks. The guides are conveniently organized by user group and topic. Additional features of PAA Version 2.0 include:

- Easy-to-understand screens, buttons, links, and terminology;
- Improved printing capabilities;
- Employees can print specific sections or their entire performance plan;
- Pay Pool Managers can print performance plans for the entire pay pool ;
- Additional space for entering job objectives and assessments;
- Additional fields for recommended shares and payout distribution;
- Character counters beneath certain data input fields (.e.g., employee self-assessments).

PAA Version 2.0 also allows employees to access the tool and work on performance plans prior to NSPS conversion. Further enhancements scheduled for Fall 2007 includes CAC-enabled log-in via *My Biz* or *My Workplace*.

And the Answer Is . . .

[What criteria are used to classify a position as supervisory in NSPS?](#)

To be considered a supervisor in NSPS, an individual must supervise more than one employee and perform the duties of an immediate supervisor, which include:

- Assign work to subordinates based on priorities, difficulty of assignments, and the capabilities of employees;
- Provide technical oversight;
- Develop performance plans and rate employees (or recommend such actions);
- Interview candidates for subordinate positions and recommend hiring, promotion, or reassignments;
- Take disciplinary measures, such as warnings or reprimands (or recommend such actions);
- Identify developmental and training needs of employees, and provide and/or arrange for needed development and training.

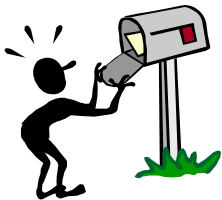
Supervised employees may include Federal civilian employees, military members, uniformed service employees, volunteers, or other non-contractor personnel. Positions with oversight responsibilities only over private sector contractors do not meet this definition.



CIVILIAN EDUCATION SYSTEM

Command Emphasis on Enrollment For The Civilian Education System Courses

1. The new enrollment process for the Civilian Education System (CES) began 1 June 2007, which includes command quota distribution, similar to the Officer and NCO cohorts. The Civilian Human Resources Training Application System (CHRTAS) is open for enrollment for the foundation course and resident courses that begin in November 2007. Application deadlines for the November classes are fast approaching. To ensure seats are filled and employees have ample time to complete the DL requirement we need your support to encourage supervisors, managers and training coordinators to become engaged at the command level.
2. Employees enrolling in the CES basic, intermediate and advanced courses are required to complete requisite distributed learning (DL) before attending a resident course. Applicants have 120 days from acceptance into the resident course to complete the DL. CES DL is also available to all Army civilians as self development with continual open enrollment. Employees can begin their leader development experience by applying for courses through the CHRTAS web-site at <https://www.atrrs.army.mil/channels/chrtas>.
3. The Chief of Staff of the Army's acceleration of Army leader development brings added emphasis on the program.
4. For questions regarding general use of CHRTAS contact your Civilian Human Resource training area POC. Information on CES is available through the AMSC website at <http://www.amscc.belvoir.army.mil/>.



Feedback

This bulletin is designed to inform employees and supervisors of new civilian human resources issues and refresh their knowledge of existing policies and procedures. We welcome your [feedback](#); contact your servicing Human Resources Specialist. The bulletin is available on our web page, <http://www.eustis.army.mil/cpac>. Request you print and post on Bulletin Boards throughout your organization for those employees who do not have access to our web page.